

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 1. D  
**Mtg. Date** November 4, 2014  
**Dept.** City Manager's Office

**Item Title:** Fire Division Chief Job Description Update

**Staff Contact:** Corinne Russell, Human Resources Analyst

**Recommendation:**

Adopt a resolution (**Attachment A**) approving changes to the Fire Division Chief job description.

**Item Summary:**

Due to the anticipated retirement of the City's Deputy Fire Chief, it is necessary to update the Fire Division Chief job description in order to begin the recruitment process to fill the vacancy, which will be filled at the Division Chief level.

In 2009, the City of Lemon Grove joined the cities of El Cajon and La Mesa to form the Heartland Joint Powers Authority (JPA). One of the primary benefits of the JPA was to share fire management expertise amongst all cities with the retirement of several senior fire management staff. At that time of entering into the JPA, the Lemon Grove Fire Division Chief position was temporary, grant funded, and responsible for all training activities. Now, with the anticipated retirement of Fire Deputy Chief Smith, the scope of duties originally approved in 2009, should be amended in order to better reflect the current duties required by the JPA.

In summary, the new Fire Division Chief job description was amended to include more overall management duties in all areas of the organization. This position will be the City's liaison in the JPA. These new duties will enhance the level of service that the position will have within the JPA. The results of these changes will not impact the position's salary schedule or education and experience requirements.

Staff recommends that the City Council adopt a resolution (**Attachment A**) approving the changes to the Fire Division Chief job description (**Exhibit 1**).

**Fiscal Impact:**

None.

**Environmental Review:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration           |
| <input type="checkbox"/> Categorical Exemption, Section   | <input type="checkbox"/> Mitigated Negative Declaration |

**Public Information:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> None                     | <input type="checkbox"/> Newsletter article   | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting |   |

**Attachments:**

A. Resolution



# Attachment A

## RESOLUTION NO. 2014-\_\_\_\_\_

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA APPROVING THE JOB DESCRIPTION FOR THE FIRE DIVISION CHIEF

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**WHEREAS**, in 2009 the City of Lemon Grove joined the cities of El Cajon and La Mesa to form Heartland Joint Powers Agreement (JPA); and

**WHEREAS**, the cities of El Cajon, La Mesa and Lemon Grove share fire management staff, including division chiefs, and

**WHEREAS**, to better serve the JPA, the scope of duties, identified in the Fire Division Chief job description, should be amended; and

**WHEREAS**, the City Council finds it in the public interest to approve the updated job description for Fire Division Chief.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California hereby approves the attached Fire Division Chief job description (**Exhibit 1**).





## CITY OF LEMON GROVE

Class Title: Fire Division Chief  
Department: Fire

### **GENERAL PURPOSE**

Under general direction of the Fire Chief, directs planning, training and supervision on the activities of personnel engaged in the protection of life and property from losses use to fire, medical and other emergencies. Plans and coordinates department programs such as training, fire prevention inspections, apparatus, vehicle and station maintenance and operation; communications activities and other special programs as assigned serves as its City's liaison in the joint powers agreement in the absence of the Fire Chief and/or Deputy Fire Chief; and performs other related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Fire Chief. This position is an at-will management position and will fulfill a full-time Heartland admin schedule (9/80).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to the following:

- Assume management responsibility for assigned fire administration, operations, training, emergency medical services, and disaster preparedness services and activities.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Plan, direct, coordinate and review the work plan for assigned Fire Department staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Respond to alarms as required by departmental policy and assume command of operations unless relieved of command by a superior officer; respond to emergency medical calls on a first responders basis, as needed.
- Prepare all forms, reports, schedules, recommendations, and perform other administrative duties; maintain records and develop programs related to local, state and federal mandates; conduct investigations as required by local, state, and federal mandates.
- Develop and implement training programs for fire fighting, emergency medical and other emergency response services and programs; provide general knowledge and technical instruction for shift personnel, City employees, citizens and other fire agencies.
- Develop and implement shift personnel work schedules including prevention, training, maintenance, and public relations activities.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; prepare performance evaluations of company

# Exhibit 1

captains and review same for all shift personnel; implement discipline and termination procedures.

- Oversee and participate in the development and administration of the assigned annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention, suppression, training, and management.
- May serve as department liaison to Human Resources on related programs and activities;
- Maintain an on-call status to perform fire scene cause and origin investigations and other related duties.
- Conduct fire investigations to determine cause and point of origin by methods including interviews of witnesses, suspects and firefighters, and the collection, identification, safekeeping and evaluation of evidence.
- Makes written and oral presentations to the Fire Chief within the department, to the City Council, to outside public agencies and to the general public.
- Serve on various boards and committees with other City staff to represent the Department regarding development, traffic safety, event planning and coordination, and other related issues as assigned by the Chief.
- Prepare a variety of public information materials; conduct or have subordinates conduct public information/education classes related to fire prevention, urban safety, hazardous materials, disaster preparedness and other department activities.
- Establish, interpret and review policies, procedures, codes and ordinances in response to changes in fire prevention technology, including the adoption of the City's Fire Code, appropriate amendments and other related documents.
- Perform related duties as required.

## **EDUCATION AND EXPERIENCE**

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- At least 8 years of experience with increasing responsibility related to fire suppression, prevention, and emergency medical response, experience including 3 years administrative and supervisory responsibility (outside agency experience accepted).
- Bachelor's degree from an accredited college or university with major course work in Fire Science, Public Administration, Business Administration or a related field.

## **LICENSES AND/OR CERTIFICATIONS**

- Possession of a California State Chief Officer Certification or the ability to obtain within one year of employment.
- Possession of Firefighter I, Firefighter II, and Fire Officer Certifications issued by the State of California.
- Possession of a CPR Certificate.
- Possession of a Strike Team Leader Certificate.

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- Possession of a valid California Driver's License.

## **KNOWLEDGE OF:**

- Operations, services and activities of modern fire fighting programs.
- Modern fire suppression and prevention principles, methods, practices and techniques.
- Principles and practices of disaster preparedness, response and recovery.
- Advanced methods and techniques of emergency medical response.
- Principles, practices, methods and techniques of management, including principles of supervision, training and performance evaluations.
- Current safety practices as they relate to equipment and procedures involved in the fire service.
- Principles of supervision, training and performance evaluation
- Pertinent Federal, State and local laws, codes and regulations.

## **ABILITY TO:**

- Oversee and participate in the management of a comprehensive fire suppression program.
- Develop and implement effective training programs.
- Participate in the development and administration of division goals, objectives, and procedures.
- Establish and maintain effective working relationships with staff and the public; and.
- Communicate effectively in writing and orally.

## **PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Primary functions require sufficient physical ability to work in an office setting and operate office equipment.
- **Continuous** sitting, upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils.
- **Frequent** side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting objects at distances up to 50 yards.
- **Occasional** squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting objects at distances up to 50 feet. Operating a vehicle, fire suppression, and medical response equipment and apparatus.
- **Vision** sufficient in the normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and to operate equipment.
- **Hear** in the normal audio range with or without correction.

# Exhibit 1

## **WORK ENVIRONMENT**

- Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents
- Occasional exposure to noise, dust, grease, smoke, fumes, airborne particles, noxious odors, gases, and all types of weather and temperature conditions.
- Occasional work near moving mechanical parts, in areas of limited and restricted entry and exit, and in high precarious places.
- Extensive public contact.
- Moderate noise level in the work environment. However, the noise level may be very loud when responding to emergency calls.
- May be required to wear protective apparel including goggles, face protector, aprons, safety shoes and oxygen breathing apparatus.
- May be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings. Work schedule is 9/76.5 with every other Friday off. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

## **GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: